|  |  |
| --- | --- |
|  | |
| **The Enterprise Learning Alliance** | |
| **Attendance Policy** | |
| Policy reviewed: | 11 September 2021 |
| Policy review date: | 10 September 2022 |

**Contents**

[Statement of Intent 3](#_Toc52348499)

[Parental Responsibility 3](#_Toc52348500)

[The Role of the Enterprise Learning Alliance Staff 3](#_Toc52348501)

[Attendance Monitoring Flow Chart 4](#_Toc52348502)

[Covid-19 attendance 5](#_Toc52348503)

[Children Missing Education 5](#_Toc52348504)

[Lateness 5](#_Toc52348505)

[Penalty Notice Proceedings 5](#_Toc52348506)

[Authorising Absence 6](#_Toc52348507)

[Attendance and Lateness 6](#_Toc52348508)

[‘Five Steps’ 6](#_Toc52348509)

[School Liaison Officer Action 7](#_Toc52348510)

[Local Authority Action Penalty Notices for Poor Attendance 7](#_Toc52348511)

[Leave of Absence/Holiday 7](#_Toc52348512)

[Penalty Notice Proceedings for Unauthorised Holiday Absence 8](#_Toc52348513)

[ELA Letters Appendix 8](#_Toc52348514)

[Appendix 1   Late letter (Code L) 9](#_Toc52348515)

[Appendix 2   Late letter Stage 2 (Code L) 10](#_Toc52348516)

[Appendix 3   Late letter (Code U) 11](#_Toc52348517)

[Appendix 4   Absence Letter Stage 1 12](#_Toc52348518)

[Appendix 5   Absence Letter Stage 2 13](#_Toc52348519)

[Appendix 6   Absence Letter Stage 3 Penalty Warning 14](#_Toc52348520)

[Appendix 7   Absence Letter Stage 4 Penalty Notice 15](#_Toc52348521)

[Appendix 8a Request for Holiday decline Letter 16](#_Toc52348522)

[Appendix 8b Holiday request not made in advance letter 17](#_Toc52348523)

[Appendix 9  Penalty Notice due to holiday taken 18](#_Toc52348524)

[Appendix 10 Penalty Notice for holiday taken without request in advance 19](#_Toc52348525)

[Appendix 11 Traveller Absence Letter 20](#_Toc52348526)

[Appendix 12 Traveller Absence Return Letter 21](#_Toc52348527)

[Appendix 13 Holiday taken as Illness Letter 22](#_Toc52348528)

[Appendix 14 Holiday Request Form 23](#_Toc52348529)

# Statement of Intent

Enterprise Learning Alliance (ELA) is committed to the continuous raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling Enterprise Learning Alliance experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

The Management Committee, Executive Headteacher and Staff, in partnership with parents and carers, have a duty to promote full attendance at the Enterprise Learning Alliance.

# Parental Responsibility

Parents and carers have a legal duty to ensure that their children attend Enterprise Learning Alliance regularly and arrive on time. Full attendance is essential to the all round development of the child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts students at risk, encouraging anti-social behaviour.

**It is the parents’ responsibility to contact the Enterprise Learning Alliance on the first day their child is absent, and continue to contact the Enterprise Learning Alliance every day their child is absent. This is a safeguarding issue so that all parties know that your child is safe.**

Students are expected to arrive by 9.15am. All pupils that arrive late must report to the centre office where the reason for lateness is recorded.

# The Role of the Enterprise Learning Alliance Staff

The Executive Headteacher has overall responsibility for attendance.

Class teachers complete a register at the beginning of each morning and afternoon session. Marking the attendance registers twice daily is a legal requirement. Class teachers mark pupils present, absent or late. The class teacher notifies the Centre Manager of children whose attendance is causing concern.

It is the responsibility of the Family Liaison Officer (FLO) to ensure:

* Attendance and lateness records are up to date
* If no reason for absence has been provided, parents are contacted on the first day of absence
* Where there has been no communication from parents/carers calls and home visits are carried out by the FLO and absences investigated
* The appropriate attendance code is entered into the register (National Attendance Codes)
* Parents informed termly of child’s attendance figure

# Attendance Monitoring Flow Chart

Daily Monitoring – 9.30am Parents/Carers of non-attenders notified via Teacher to Parents text service. 9.45am calls to parents/carers made. If no response to calls FLO to be informed weekly.

Weekly Monitoring – Data Manager will send Late Letter to parents/carers of students who are late more than 4 times per term. If no improvement Late Letter 2 will be sent. In addition, the actions in the flow chart below will be taken.

**Students with 100% attendance**

**Students who remain above 95% attendance**

**Students who fall below 95% attendance**

5 Bonus points to be added to Class Charts per week of 100% attendance.

Data Manager to send standard letter 1 followed by two-week review of attendance.

Praise card home to parents and celebration in assembly, weekly.

**Students with 95-99.9% attendance per term receive at £10 voucher.**

If no improvement in the two week review period, standard letter 2 sent and attendance meeting with centre manager/deputy. A two-week review will commence.

Praise card and certificate home to parents and celebration in assembly.

**End of week Pizza with Centre manager**

If parent/carer fails to attend, this meeting will rebooked. A record of meetings will be made with an outcome sheet completed and placed on students’ record.

By the end of review period, if no improvement has been made, an attendance meeting/home visit with parents/carers and FLO will be arranged. A penalty notice warning will be sent after consultation with any Social Services professionals supporting the students and their family.

**If 100% attendance achieved for the term, entered into the £100 prize draw, in addition receive a £15 voucher.**

If parent/carer fails to attend the rearranged meeting an attendance meeting/home visit with parents/carers and FLO will be arranged. A penalty notice warning will be sent after consultation with any Social Services professionals supporting the students and their family.

**If poor attendance continues Data Manager will send a penalty notice letter and a referral to the PRU, Inclusion and Attendance Service (PIAS)** made.

# Covid-19 attendance

Whilst in lockdown or amended timetable hours due to the coronavirus, ELA will still be carrying out attendance/wellbeing checks on all our pupils.

We will be conducting:

* Daily phone calls to parents
* Home visits if no contact from parents/carers after 3 days
* Refer to external relevant agency if no contact on home visit.
* ELA will also follow up with families/carers that have arranged a place for their child/children, namely keyworkers or children that are considered vulnerable but not open to any agencies and do not attend.
* Staff will continue to work with and support children’ social workers to help protect vulnerable children.
* ELA will complete both the KCC and government daily online attendance reporting forms to keep a record of children of critical workers and vulnerable children who are attending school/college.

Provision will be in place for year 10 & 11 pupils to have a 1-1 contact meeting with a teacher to support future destinations and supplement additional support for online learning at home, whilst under lockdown.

ELA will remain open for vulnerable pupils and other eligible pupils as defined by government, this may be at a different ELA site to the students usual site.

# Children Missing Education

No child may be removed from the Enterprise Learning Alliance roll without consultation between the Headteacher and KCC PRU Inclusion and Attendance Service (PIAS). Where a child is missing from education, Local Authority guidance will be followed.

# Lateness

The register is taken at 9.15am and at 1.05pm. Students arriving after these times must report to reception where their name and reason for lateness will be recorded. The student will be marked as late **before** registration has closed (Code ‘L’).

The register will close at 9.30 am and 1.10pm. Students arriving after the register has closed will be marked as late **after** registration closed (Code ‘U’) this will count as an unauthorised absence.

If a student is late more than 4 times per term a letter will be send to parents/carers. Frequent lateness will be discussed with parents at review days and may be referred to the FLO and PIAS. Lateness can provide grounds for prosecution or Penalty Notice.

# Penalty Notice Proceedings

* 5 incidents or more of late arrival after the registers have closed in a term may lead to a Penalty Notice Warning Letter.
* The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded.
* If unauthorised absence is recorded during the 15 day period Penalty Notice(s) will be requested from the PIAS(one per parent per child).
* Where a Penalty Notice is not paid within 28 days of issue, the PIAS may instigate court proceedings.

# Authorising Absence

Only the Executive Headteacher can authorise absence for approved reasons. Where there is doubt, the Executive Headteacher, on behalf of the management committee, should take a consistent approach. The absence must be unavoidable. The Headteacher is not obliged to accept a parent/carers’ explanation and if the absence is not authorised, parent/carers will be notified.

Authorised absence codes will only be used after there has been some communication between the parent and Enterprise Learning Alliance.

The following reasons are examples of the kinds of absence that **will not** be authorised:

* Persistent non specific illness e.g. poorly/unwell
* Absence of siblings if one child is ill
* Oversleeping
* Inadequate clothing/uniform
* Confusion over Enterprise Learning Alliance dates
* Medical/dental appointments of more than half a day without very good reasons
* Child’s/family birthday
* Shopping trip

# Attendance and Lateness

If a new student has a history of poor attendance at their previous school, there will be a pre-start attendance meeting held. The Enterprise Learning Alliance has a ‘five-step’ approach to monitoring absence and lateness. It will not always be appropriate to progress through all of these steps or even to carry them out in the order listed. Responsible staff will use discretion and discuss each case carefully.

# ‘Five Steps’

1. Where there has been no contact from parents, first day calling for all students and FLO visits as appropriate.
2. Discussion with KCC School Liaison Officer and/or PIAS to identify students with attendance below 96%, monitoring trends in student attendance and lateness, allocation of FLO support. Regular fortnightly reviews with PIAS.
3. Invitation to meet with Enterprise Learning Alliance staff
4. Invitation to make an Early Help Referral for support
5. Referral to PIAS

Reasons for absence are recorded and retained by Enterprise Learning Alliance. When a referral to PIAS is made, the students Registration Certificate, copies of all letters sent to parent/carers and minutes of any meetings, AS1 referral form with any other relevant information is shared with PIAS.

Where there is no improvement in attendance and/or there is at least 10 sessions (5 days) absence in a term the Enterprise Learning Alliance will consider the following:

# School Liaison Officer Action

This may include:

* Home visits
* Multi agency meetings
* Sign posting to supportive agencies e.g. Child and Adolescent Mental Health Service, Social Services and Early Help.
* Fast Track to Prosecution

# Local Authority Action Penalty Notices for Poor Attendance

* Penalty Notices are issued in accordance with the Inclusion and Attendance Service Code of Conduct.
* The Inclusion and Attendance Service issue a warning letter setting out 15 school days during which no unauthorised absence is to be recorded.
* If unauthorised absence is recorded during the 15 day period a Penalty Notice can be issued (one per parent/carer per child).

Penalty Notices will be issued in the following circumstances:

* Truancy
* Parentally-condoned absences
* Persistent lateness after the register has closed
* Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion.

Where Penalty Notices are imposed, the regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty notices are issued to each parent of each child. Failure to pay the penalty in full by the end of the 28 day period may result in prosecution by the Local Authority.

# Leave of Absence/Holiday

From 1 September 2013, Headteachers are unable to agree leave of absence during term time, unless they are satisfied there are exceptional circumstances.

* For service personnel and other employees who are prevented from taking holidays outside term-time.
* When a family needs to spend time together to support each other during or after a crisis.

Applications for Leave of Absence **must** be made at least 4 weeks in advance of the requested date.

Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Management Committee (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits in line with the criteria outlined above. The Headteacher’s decision is final and once the decision to not authorise the leave is taken, it cannot be authorised retrospectively.

If the absence is not authorised and the holiday is taken anyway, a Penalty Notice will be requested from the Inclusion and Attendance Service who can issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of Enterprise Learning Alliance.

# Penalty Notice Proceedings for Unauthorised Holiday Absence

* Penalty Notices are issued in accordance with the Inclusion and Attendance Service Code of Conduct.
* Inclusion and Attendance Services receives a request for an unauthorised holiday of 10 or more Enterprise Learning Alliance sessions (5 days)
* Inclusion and Attendance Service issue Penalty Notice(s) (one per parent per child)
* If Penalty Notice(s) is/are not paid within 28 days of issue, the Inclusion and Attendance Service may instigate court proceedings

# ELA Letters Appendix

# Appendix 1   Late letter (Code L)

|  |  |  |
| --- | --- | --- |
| **PRIVATE & CONFIDENTIAL**  «addressee»  «address\_block» |  | **Enterprise Learning Alliance**  **Thanet & Dover PRU**  The Westwood Centre  Unit L  Westwood Industrial Estate  Enterprise Road  Margate  Kent  CT9 4JA |
|  | Telephone: | 03000 658517 |
|  | Email: | ashrimpton@ela.kent.sch.uk |
|  | Ask for: | Angela Shrimpton |
|  | Our ref: | ATTLate |
|  | Date: |  |

Dear «salutation»,

Re: Attendance concerns for: «forename» «surname»

I am writing to express my concern over the number of occasions that «forename» has been arriving late at school. Enclosed for your information is a summary of attendance indicating the days «forename» was late (Code L).

Total lates before registration closed: «dates\_of\_lates\_before» half day sessions.

At our school the register is taken at 9.15am and 1.05pm.

A student’s lateness will seriously disrupt their learning and can be embarrassing for your child.

I ma sure you share my concern and would wish to work with the school to improve punctuality. If we can help in any way, perhaps via our Family Liaison Officer, please do not hesitate to contact me.

Yours sincerely,

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 2   Late letter Stage 2 (Code L)

|  |  |  |
| --- | --- | --- |
| **PRIVATE & CONFIDENTIAL**  «addressee»  «address\_block» |  | **Enterprise Learning Alliance**  **Thanet & Dover PRU**  The Westwood Centre  Unit L  Westwood Industrial Estate  Enterprise Road  Margate  Kent  CT9 4JA |
|  | Telephone: | 03000 658517 |
|  | Email: | ashrimpton@ela.kent.sch.uk |
|  | Ask for: | Angela Shrimpton |
|  | Our ref: | ATTLate2 |
|  | Date: |  |

Dear «salutation»,

Re: Attendance concerns for: «forename» «surname»

I am writing further to my recent letter to express my concern over the number of occasions that «forename» has been arriving late at school. Since this letter «forename» has continued to arrive late to school. Enclosed for your information is a summary of attendance indicating the days «forename» was late (Code L).

Total lates before registration closed:

«dates\_of\_lates\_before»

half day sessions.

At our school the register is taken at 9.15am and 1.05pm.

A student’s lateness will seriously disrupt their learning and can be embarrassing for your child.

I will monitor «forename»’s attendance, should there not be an improvement in punctuality to school then a meeting will be arranged with xx, Head of Centre to discuss the matter futher.

Yours sincerely,



Michaela Clay

**Headteacher**

Enterprise Learning Alliance

# Appendix 3   Late letter (Code U)

|  |  |  |
| --- | --- | --- |
| **PRIVATE & CONFIDENTIAL**  «addressee»  «address\_block» |  | **Enterprise Learning Alliance**  **Thanet & Dover PRU**  The Westwood Centre  Unit L  Westwood Industrial Estate  Enterprise Road  Margate  Kent  CT9 4JA |
|  | Telephone: | 03000 658517 |
|  | Email: | ashrimpton@ela.kent.sch.uk |
|  | Ask for: | Angela Shrimpton |
|  | Our ref: | ATTLateU |
|  | Date: |  |

**Re «forename» «surname»**

I am writing to express my concern over the number of occasions that «forename» has arrived after the register has been closed. Below for your information is a summary of attendance indicating the days «forename» was late (Code U):

«dates\_of\_lates\_after»

Total lates after registration closed: «total\_lates\_after» half day sessions

At our school the register is taken at **9.15** am and is closed at **9.30** am for the morning session and taken again at **1.05** pm and closed at **1.10** pm for the afternoon session. Students arriving after the register has closed will be marked ‘U’ which records the absence as unauthorised for that session.

Arriving after the register has closed is seriously disrupting your child’s learning and is impacting on their overall attendance.

Persistent late arrival may lead to a referral for a Penalty Notice or a referral to the Local Authority School Liaison Officer for further action and possible prosecution.

If «forename» continues to arrive late after the register has closed we will contact you to arrange a meeting at the school.

Yours sincerely

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 4   Absence Letter Stage 1

|  |  |  |
| --- | --- | --- |
| **PRIVATE & CONFIDENTIAL**  «addressee»  «address\_block» |  | **Enterprise Learning Alliance**  **Thanet & Dover PRU**  The Westwood Centre  Unit L  Westwood Industrial Estate  Enterprise Road  Margate  Kent  CT9 4JA |
|  | Telephone: | 03000 658517 |
|  | Email: | [ashrimpton@ela.kent.sch.uk](mailto:ashrimpton@ela.kent.sch.uk) |
|  | Ask for: | Angela Shrimpton |
|  | Our ref: | ATT1 |
|  | Date: |  |

*The Education Act 1996 clearly states: “If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents of the child shall be guilty of an offence.”*

Dear «salutation»,

Re: Attendance concerns for: «forename» «surname».

**Attendance: «percentage\_attendance»**

I am writing to express my concern over the number of occasions that «chosen\_forename» has been absent from school. I attach for your information a summary of attendance indicating the days «forename» was absent.

A student’s absence can seriously disrupt their learning, not only do they miss out on teaching while they are away but they are less prepared for future lessons when they return.

I am sure you share my concern and would wish to work with the school to improve «forename»’s attendance. If we can help in any way please do not hesitate to contact «his\_her» Centre Manager.

Yours sincerely,

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 5   Absence Letter Stage 2

|  |  |  |
| --- | --- | --- |
| **PRIVATE & CONFIDENTIAL**  «addressee»  «address\_block» |  | **Enterprise Learning Alliance**  **Thanet & Dover PRU**  The Westwood Centre  Unit L  Westwood Industrial Estate  Enterprise Road  Margate  Kent  CT9 4JA |
|  | Telephone: | 03000 658517 |
|  | Email: | ashrimpton@ela.kent.sch.uk |
|  | Ask for: | Angela Shrimpton |
|  | Our ref: | ATT2 |
|  | Date: |  |

*The Education Act 1996 clearly states: “If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents of the child shall be guilty of an offence.”*

Dear «salutation»,

**Re: Attendance concerns for «forename» «surname».**

**Attendance: «percentage\_attendance»**

Following my previous letter raising concerns over «forename»’s attendance, you are requested to attend a meeting at «his\_her» centre on:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The meeting will be to discuss «chosen\_forename»’s education programme and «his\_her» problems accessing their school programme. We will discuss what support we can put in place to ensure that there is a significant improvement so «forename» is able to meet their full educational potential.

If this appointment is inconvenient, please contact your child’s Centre Manager so that an alternative time can be arranged.

If you do not attend this meeting and «forename»’s absence continues to deteriorate, a Statutory Referral may be made to the Local Authority PRU Inclusion and Attendance Advisor for further action and possible prosecution in court.

Yours sincerely,

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 6   Absence Letter Stage 3 Penalty Warning

|  |  |  |
| --- | --- | --- |
| **PRIVATE & CONFIDENTIAL**  «addressee»  «address\_block» |  | **Enterprise Learning Alliance**  **Thanet & Dover PRU**  The Westwood Centre  Unit L  Westwood Industrial Estate  Enterprise Road  Margate  Kent  CT9 4JA |
|  | Telephone: | 03000 658517 |
|  | Email: | ashrimpton@ela.kent.sch.uk |
|  | Ask for: | Angela Shrimpton |
|  | Our ref: | ATT3 |
|  | Date: |  |

Dear «salutation»

**Re: «forename» «surname»**

At Enterprise Learning Alliance we consider attendance of utmost importance and I am therefore bringing this information to your attention.

Our monitoring process has shown that «forename» has been absent from Enterprise Learning Alliance for a total of «total\_unauthorised\_absences» unauthorised absences. In this regard I refer you to legislation regarding Penalty Notices.

***‘As from April 2005, Kent Local Authority (LA) introduced Penalty Notices for unauthorised absence from Enterprise Learning Alliance of at least 10 sessions (5 days) during any 100 possible school sessions.’***A separate Penalty Notice can be issued to each parent and for each child.

***On receipt of the Notice, the penalty will be £120, reduced to £60 if paid within 28 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the LA.***

Please note this is a warning letter that a Penalty Notice could be requested if a total of 10 unauthorised sessions (5 days) are reached.

Should you wish to discuss this matter further please do not hesitate to contact me.

If further unauthorised absence occurs you will be contacted and invited in for a meeting at the school.

Yours sincerely

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 7   Absence Letter Stage 4 Penalty Notice

|  |  |  |
| --- | --- | --- |
| **PRIVATE & CONFIDENTIAL**  «addressee»  «address\_block» |  | **Enterprise Learning Alliance**  **Thanet & Dover PRU**  The Westwood Centre  Unit L  Westwood Industrial Estate  Enterprise Road  Margate  Kent  CT9 4JA |
|  | Telephone: | 03000 658517 |
|  | Email: | ashrimpton@ela.kent.sch.uk |
|  | Ask for: | Angela Shrimpton |
|  | Our ref: | ATT4 |
|  | Date: |  |

Dear «salutation»,

Re: Attendance concerns for: «forename» «surname»

With reference to our recent letter dated ??, «forename» has now reached a total of «total\_unauthorised\_absences» half day sessions of unauthorised absence. As a result we will now be requesting a Penalty Notice for the Local Authority.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely,

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 8a Request for Holiday decline Letter

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Request for leave during Term-Time**

**For the attention of the parents of «forename» «surname»**

I have received your request to take «forename» out of school for a family holiday between **??date** and **??date**, a total of **??Number** of school sessions.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher’s ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in “exceptional circumstances”.

The School’s Attendance Policy confirms that:

* agreement to each request is at my discretion, acting on behalf of the Management Commitee
* each case will be judged on its merits
* my decision is final
* leave cannot be authorised retrospectively

I have considered your request but I am writing to confirm that on this occasion the leave will not be authorised. If you decide to take «forename» out of school I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# 

# Appendix 8b Holiday request not made in advance letter

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Request for leave during Term-Time**

**For the attention of the parents of «forename» «surname»**

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher’s ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in “exceptional circumstances”.

The School’s Attendance Policy confirms that:

* agreement to each request is at my discretion, acting on behalf of the Management Commitee
* each case will be judged on its merits
* my decision is final
* leave cannot be authorised retrospectively

As stated above, I am unable to authorise leave retrospectively and I will be making a request for a Penalty Notice to be issued.

Penalty Notices are issued to **each parent** of **each child** and the amount of the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Failure to pay the penalty in full at the end of the 28 day period may result in prosecution by the Attendance Service.

Yours sincerely

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 9  Penalty Notice due to holiday taken

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Name: «forename» «surname» DOB: «date\_of\_birth»**

With reference to our letter dated **??date,** the leave of absence taken between **??date** and **??date** has now been recorded as Unauthorised Absence and as a result a Penalty Notice has been requested.

A separate Penalty Notice can be issued to each parent and for each child.

Yours sincerely

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 10 Penalty Notice for holiday taken without request in advance

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Re «forename» «surname»**

You failed to apply in advance for permission for «forename» to be absent from school.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher’s ability to authorise leave of absence, except in exceptional circumstances. ***(State why you are treating this absence as a family holiday and/or why there are no exceptional circumstances)***

Requests for holidays in term-time will **not** be authorised as the Regulations only allow me to authorise absence (leave) in “exceptional circumstances”.

I am unable to authorise leave retrospectively therefore this absence will be recorded as unauthorised absence, where a child has 10 unauthorised sessions within 100 school session a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty instead of being prosecuted for failing to secure your child’s regular attendance at school. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of this Notice it will be £60 per parent, per child. If you pay this penalty within the time limits, no further action will be taken against you in connection with the offence, i.e. your liability for the offence will be discharged.

Yours sincerely

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 11 Traveller Absence Letter

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Traveller Absence**

**«forename» «surname»**

I am writing to say how concerned I am over the number of times «forename» has been absent from school. This academic year «forename» has missed «total\_authorised\_absences» authorised half day sessions and «total\_unauthorised\_absences» unauthorised half day sessions achieving an overall attendance rate of «percentage\_attendance»%.

Traveller children have to attend school for 380 sessions (190 days) each year, which is the same for all children and you are at risk of being referred to the Local Authority School Liaison Officer if «forename»’s attendance falls below 90%. I am unable to authorise any absence during term time unless there are exceptional circumstances or if you will be travelling for occupational purposes and agree this with the school in advance.

If you would like to speak to me about «forename»’s attendance, please telephone the school to make an appointment.

Yours sincerely

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 12 Traveller Absence Return Letter

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Traveller Absence**

**«forename» «surname»**

Thank you for contacting me to say that «forename» will be absent from school from **??Date** as you will be travelling due to your work.

The law allows me to authorise «forename»’s absence if your trade or business means that you have to travel from place to place. However, you have not let me know when «forename» is likely to return to school. Unless you contact me during the next 10 school days to confirm a date, I will refer «forename» to the Local Authority as a Child Missing Education.

After 20 days absence, there may be grounds to take «forename»’s name off the school roll and you will have to re-apply for a school place when you return.

Yours sincerely

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 13 Holiday taken as Illness Letter

«addressee»

«address\_block»

«date\_of\_printing»

Dear «salutation»

**Name: «forename» «surname» DOB: «date\_of\_birth»**

I believe *(reason why here)* that your child has been taken on holiday during term time, between **DATE** and **DATE** which was not requested and has not been authorised. This absence will be recorded as code G, which is an unauthorised mark, unless you are able to provide us with evidence that your child was absent for another reason within the next 10 days.

Where a child has 10 unauthorised sessions within 100 school sessions a Penalty Notice may be issued.

The Penalty Notice gives you the opportunity to pay a penalty fine instead of being prosecuted for the offence of failing to secure your child’s regular attendance at school. The amount of the penalty is £120 per parent, per child, but if payment is made by you within 21 days of receipt of a Penalty Notice it will be £60 per parent, per child. If you pay the penalty within the time limits, no further action will be taken against you in connection with the offence as set out in the notice, i.e. your liability for the offence will be discharged.

Yours sincerely

Michaela Clay

**Executive Headteacher**

Enterprise Learning Alliance

# Appendix 14 Holiday Request Form

****

**APPLICATION FOR LEAVE OF ABSENCE FOR ANNUAL**

**HOLIDAY FROM ENTERPRISE LEARNING ALLIANCE DURING TERM TIME**

|  |
| --- |
| Time off school for family holidays is not a right. Enterprise Learning Alliances have discretion to allow up to 10 days absence in a school year for holiday leave in special circumstances such as :   * For service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil’s education; * When a family needs to spend time together to support each other during or after a crisis.   Agreement to each request is at the discretion of the Headteacher, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits in line with the criteria outlined above.  If the absence is not authorised and the holiday is taken anyway, the case will be referred to the Attendance Service who will issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent for each child taken out of Enterprise Learning Alliance. |

|  |  |
| --- | --- |
| NAME OF CHILD(REN) |  |
| D.O.B. |  |
| CENTRE: |  |

Date of First Day of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Days Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for holiday to be taken during term time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enterprise Learning Alliance/office use only:**

**Total sessions (i.e. half days) pupil absence this year:**

**Total unauthorised pupil absences this year:**